

Technical Information Specialists

SSM-1 (Contributing)		SSM-2 (Guiding)
Knowledge <ul style="list-style-type: none"> Application of Professional Expertise 	<ul style="list-style-type: none"> Understand and incorporate division, institutional, and other regulatory drivers associated with document control, records management procedures, and/or training programs Understand and communicate the potential impact of new documents or changes to existing documents. Understand which schedule applies to a record series and why it is that one and not a different one Understand logistics between schedules and hierarchy of what overrides what In depth knowledge of “what is a record” and why record should be retained, archived, and protected for legal compliance, defensibility, damage and loss 	<ul style="list-style-type: none"> Demonstrated experience in the development and implementation of information management technologies Demonstrated experience independently researching, retrieving, and reproducing information contained in archival collections Demonstrated experience in database development, administration, and maintenance to include entry, retrieval, and report generation. Ability to become Authorized Derivative Classifier.
Level of Direction <ul style="list-style-type: none"> (Freedom to Act on Tasks or Assignments) 	<ul style="list-style-type: none"> Develop information management programs with limited direction (i.e. Training and Qualification Program) Develop process improvement, study new technologies and evaluate the cost efficiency and benefits for enhancement May assign work duties to supporting personnel 	<ul style="list-style-type: none"> Provide guidance in developing information management programs with minimal direction Conduct and develop training sessions and make presentations May assign work duties to supporting personnel
Problem Complexity	<ul style="list-style-type: none"> Analyze information Trend information Research and identify appropriate retention requirements Periodic review of system (QA check) Develop a document without assistance Write records series and submits to appropriate channels 	<ul style="list-style-type: none"> Organize, prioritize, and lead the effort to manage and archive the Division’s record holdings. Coordinate operations for scanning and capturing the Division’s record holdings Prioritize the archiving needs of the communities of practice, identifying improvements, and developing procedures for and direct the testing of the system before implementation, including training users, and trouble shooting problems. Apply professional standards to a wide variety of records-related problems and issues
Scope of Influence/ Impact of Error <ul style="list-style-type: none"> People, Budget, Security 	<ul style="list-style-type: none"> Effectively interact across the group and division Periodic review Communicate the potential impact of new documents or changes to existing documents Provide interpretation of relevant information to internal and external stakeholders Explain how we meet relevant LIRs 	<ul style="list-style-type: none"> Effectively interface across the institution and external agencies, including coordination of relevant activities Provide professional and technical expertise to the Division and other information management efforts. Serves as point-of-contact for the Division archive database. Serve as knowledgeable point-of-contact in interactions with the Laboratory Information Management Division. Develop processes that best address the needs of the Division in ensuring consistency and formality of operations as well as the quality and retrievability of institutional information.